



AMERICAN EMBASSY, NEW DELHI, INDIA

VACANCY ANNOUNCEMENT NUMBER: 15-038

OPEN TO: All Interested Candidates

POSITION: Political Specialist, FSN-1605-11, DLA-100014
(Personal Services Agreement)

OPENING DATE: July 14, 2015

CLOSING DATE: July 27, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: Not Ordinarily Resident (NOR) - Grade: FP-04
Ordinarily Resident (OR) - Grade: FSN-11*
*Starting salary will be determined on the basis of qualifications and experience, and/or salary history.

ALL NOT ORDINARILY RESIDENT (NOR) APPLICANTS (See Definitions) MUST ATTACH THE REQUIRED WORK PERMIT-VISA, RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. (Applications that do not provide the required documentation will not be considered)

The U.S. Embassy in New Delhi is seeking an individual for the position of Political Specialist in the Political Section.

Applicants must apply on U.S. Mission Application Employment Form and specify the vacancy announcement number. Applications not completed on U.S. Mission Application Employment Form, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted.

BASIC FUNCTION OF POSITION

The incumbent will provide reporting, guidance, and direction to American officers, including the Minister Counselor for Political Affairs, to ensure appropriate cultural understanding and management of global issues, which include human rights, religious freedom, trafficking in persons etc. and also manage a broad portfolio of relationships with Indian NGOs, think tanks, state and central government officials, activists, grantees and social entrepreneurs, with a focus on maximizing opportunities for impact and advancing global issues.

Performs the following duties, though not limited to:

Communications/Writing:

- Serve as the Mission's primary drafter for Congressionally-mandated reports such as the India and Bhutan Country Reports on Human Rights, Religious Freedom, and Trafficking in Persons, and the Annual Report on International Narcotics Control Strategy Report—made for worldwide audiences.
- Require broad substantive knowledge and a refined analytical instinct, as well as the proven capability to process and analyze large volumes of data.
- Require extensive coordination to acquire input from U.S. Mission consulates, recognize which items and activities have political value, and integrate findings into reporting.
- Continually updates old cases, researches, monitors and reports on a wide variety of human rights and societal abuses.
- Regularly drafts highlights for Mission's daily, monthly, and quarterly "wrap-up" reports for Washington interlocutors.
- Communicate daily with and conduct outreach to interlocutors from Indian civil society, international organizations, and national, state, and local government entities.

Monitoring/Advising on Global Issues:

- Independently monitor developments, conduct research, verify facts, and come up with solutions or plans to advancing knowledge on these themes in a cross-cultural and diplomatic context.
- Analyze political, social, and economic trends and ascertain progress and setbacks in the promotion of human rights.
- Serve as Acting Human Rights Officer within the Political Section when the American Human Rights Officer is not at Post.

Outreach/ Representational:

- Inherent in drafting high-profile reports and before integrating findings into written products, the incumbent is expected to conduct regular outreach to a broad spectrum of local and national contacts throughout India, including in other consular districts.
- Organize meetings and representational events to further the Mission's understanding of the subject matter.
- In addition to researching and writing biographic profiles of Roosevelt House invitees, maintain complete biographic, and contact information for his contact data base.

Visitors:

- Work closely with the Political and Protocol Sections to ensure that visitors are exposed to the widest possible range of informal and influential Indian opinion.
- Support all aspects of VIP visit coordination, including scheduling, site officer duties, logistics, and protocol.
- Available as a resource person if the visitor plans to participate in seminars, workshop or other activities featuring elements of internal portfolio.

- Perform other duties as assigned.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. To request the position description, kindly send an email to NewDelhiVacancies@State.gov.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. **(Applications that do not provide clear evidence that all qualifications are met will not be considered. It is recommended that you attach a supplemental statement specifically addressing the following requirements).**

1. Bachelor's degree in either of these disciplines is required: Political Science, Mass Communication and Journalism, International Relations, History, or International Law.
2. Five years of progressively responsible work experience with a distinguished record of accomplishments in the area of social justice and human rights-related issues, professional media reporting either in the Political section of a Diplomatic Mission or such similar International Organization is required.
3. Expertise in writing and contact work.
4. Level IV (Fluency) in English and in Hindi (Speaking /Reading/Writing). **(When applying for the position, please indicate your level of proficiency for these languages)**
5. Excellent knowledge in MS Office (Word, Excel, Outlook and E-mail) including Internet.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs and hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position should submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family member (DS-0174) is available on website. Must answer all the questions in DS-174 application form.

http://newdelhi.usembassy.gov/job_opportunities.html **or** (see below)

2. A current resume or curriculum vitae that provides the same information found on the Universal Application for Employment; **or** (see below)
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus** (see below)
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-0214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the Universal Application for Employment.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number
- D. Date of Birth
- E. Place of Birth
- F. Dates Available for Work
- G. First, Middle, & Last Names as well as any other names used
- H. Current Address, Day, Evening, and Cell phone numbers
- I. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- J. U.S. Social Security Number and/or Identification Number
- K. Eligibility to work in the country (*Yes or No*)
- L. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- M. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- N. Days available to work
- O. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- P. U.S. Eligible Family Member and Veterans Hiring Preference
- Q. Education

R. License, Skills, Training, Membership, & Recognition
S. Language Skills
T. Work Experience
U. References

SUBMIT APPLICATION TO

U. S. Embassy
Human Resources Office (Recruitment Team)
Shantipath, Chanakyapuri
New Delhi 110 021

or

FAX: 2419-8056

or

E-mail: NewDelhiVacancies@State.gov

POINT OF CONTACT

Telephone: 24198227/8369/8908

Please insert **15-038** (Vacancy Announcement Number) in the Subject of the E-mail NewDelhiVacancies@State.gov. Applications without the Vacancy Number or with incorrect Vacancy Number will not be accepted.

DEFINITIONS

1. **Eligible Family Member (EFM)**: An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,

- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: (July 27, 2015)

The U.S. Mission in New Delhi provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.